

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

77-15

12/16/15

HOLIDAYS IN 2016

I. PURPOSE

FSIS is reissuing this notice to make a correction to the Federal Holidays for Full-Time Employees attachment. The day off in the Sunday through Thursday column for New Year's Day and for Veterans Day was listed incorrectly as Thursday, instead it is Sunday. And for employees on a Tuesday through Saturday tour, the Veterans' Day holiday was erroneously identified as Wednesday, November 11, when it should have been identified as Friday, November 11. The rest of this notice, contains the content of FSIS Notice 74-15, *Holidays in 2016*, and therefore announces the Federal holidays in 2016, the methods for determining the day of observance when a holiday falls on a full-time employee's non-workday, and the dates that employees observe holidays whose shifts span 2 calendar days. This notice cancels FSIS Notice 74-15.

II. HOLIDAYS IN 2016

As provided under Title [5 U.S.C. Section 6103](#), the following are 2016 Federal holidays:

New Year's Day	January 1 (Friday)
Birthday of Martin Luther King, Jr.	January 18 (Monday)
Washington's Birthday	February 15 (Monday)
Memorial Day	May 30 (Monday)
Independence Day	July 4 (Monday)
Labor Day	September 5 (Monday)
Columbus Day	October 10 (Monday)
Veterans Day	November 11 (Friday)
Thanksgiving Day	November 24 (Thursday)
Christmas Day	December 26 (Monday)

III. DETERMINING THE DAY FOR OBSERVANCE OF THE HOLIDAY

A. The day set for an employee's observance of a holiday depends on the employee's tour of duty and the status of the day on which the holiday falls. Rules fixed by statute and Executive Order govern selection of the day.

B. For full-time employees, attachment 1 shows the "off" days for each holiday for employees whose regularly scheduled basic workweek is 5 days per week, 8 hours per calendar day. If the legal holiday falls on a:

1. Scheduled workday, employees observe the holiday on that day. Employees who are relieved or prevented from working on the holiday are entitled to basic pay for the number of hours of the basic tour of duty they would have worked if the day had not been a holiday. Employees who are required to work on the holiday are entitled to holiday premium pay for the hours worked. This premium pay is in addition to their basic pay. Maxiflex employees may only receive holiday premium pay for up to 8 hours of work.

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2. Sunday non-workday, employees observe the holiday on the next scheduled workday.
3. Non-workday other than Sunday, employees observe the holiday on the workday immediately before their non-workday. For example, an employee works a 5-4/9, compressed work schedule with the first Monday of the pay period as his or her scheduled day off, and a legal holiday falls on the non-workday (first Monday), the employee observes the holiday on the preceding Friday.

C. For full-time employees with a Sunday through Thursday tour of duty, the first day of the consecutive non-workdays is designated the "Sunday-equivalent" for applying the direction in subparagraph A (i.e., an employee with a Sunday through Thursday tour of duty observes a legal holiday falling on a Friday on the following Sunday; when the legal holiday falls on Saturday, the holiday is observed on the preceding Thursday). Employees working a shift that spans 2 calendar days are to refer to paragraph IV. Employees on alternative work schedules are to refer to subparagraph IV. A. and [FSIS Directive 4610.5, Alternative Work Schedules](#).

D. Part-time employees observe the Federal holidays listed in paragraph II when the holiday falls on a day that is included in their regularly scheduled tour of duty. If they are excused from duty on a holiday, they receive basic pay for all hours of the day's scheduled tour of duty. If they work on the holiday, they receive holiday premium pay for hours worked in addition to basic pay. However, part-time employees may be excused from work and granted administrative leave if the office or work location is completely closed due to an "in lieu of" holiday for all full-time employees. While part-time employees aren't entitled to in-lieu of holidays, they may be given administrative leave, which is similar to being given an in-lieu of holiday, if they are prevented from working on the holiday.

FOR EXAMPLE, consider the 2016 Christmas holiday. In 2016, Christmas falls on Sunday, December 25. Most Federal employees will observe the holiday on Monday, December 26. This means that most Federal offices will be closed on Monday, December 26. If a part-time employee is normally scheduled to work on Monday, and is prevented from working because of office closure, he/she may be granted be excused from work and granted administrative leave, for the number of hours he/she is normally scheduled to work on that Monday.

E. Intermittent employees are not entitled to holiday pay or leave for Federal holidays. However, these employees do receive basic pay for hours actually worked on a holiday (e.g., an intermittent employee who works 4 hours on a holiday would receive 4 hours of basic pay).

F. For inspection program personnel (IPP), the inspector-in-charge (IIC) or the supervisor is to notify the establishment official of specific calendar days IPP will take as holidays according to the provisions in this notice. The IIC or supervisor is to post the scheduled holidays employees will observe on the bulletin board in the Government office. Attachment 1 may be used for this purpose.

IV. SHIFTS SPANNING 2 CALENDAR DAYS

A. An employee whose shift spans 2 calendar days is excused from work for the entire shift that begins on the holiday (e.g., an employee's tour of duty is Sunday through Thursday, 11 p.m. to 7:30 a.m.), as explained in paragraph B.

B. In 2016, the employee observes:

1. **New Year's Day** on the shift that begins at 11 p.m. on Friday, January 1. The shift that begins at 11 p.m. on Thursday, December 31, is a regular workday for the employee.

2. **Birthday of Martin Luther King, Jr.** on the shift that begins at 11 p.m. on **Monday, January 18**. The shift that begins at 11 p.m. on Sunday, January 17, is a regular workday for the employee.
3. **Washington's Birthday (President's Day)** on the shift that begins at 11 p.m. on Monday, February 15. The shift that begins at 11 p.m. on Sunday, February 14, is a regular workday for the employee.
4. **Memorial Day** on the shift that begins at 11 p.m. on Monday, May 30. The shift that begins at 11 p.m. on Sunday, May 29, is a regular workday for the employee.
5. **Independence Day** on the shift that begins at 11 p.m. on Monday, July 4. The shift that begins at 11 p.m. on Sunday, July 3, is a regular workday for the employee.
6. **Labor Day** on the shift that begins at 11 p.m. on Monday, September 5. The shift that begins at 11 p.m. on Sunday, September 4, is a regular workday for the employee.
7. **Columbus Day** on the shift that begins at 11 p.m. on Monday, October 10. The shift that begins at 11 p.m. on Sunday, October 9, is a regular workday for the employee.
8. **Veterans Day** on the shift that begins at 11 p.m. on Friday, November 11. The shift that begins at 11 p.m. on Thursday, November 10, is a regular workday for the employee.
9. **Thanksgiving Day** on the shift that begins at 11 p.m. on Thursday, November 24. The shift that begins at 11 p.m. on Wednesday, November 23, is a regular workday for the employee.
10. **Christmas Day** on the shift that begins at 11 p.m. on Sunday, December 25 ("in lieu of" holiday). The shift that begins at 11 p.m. on Monday, December 26, is a regular workday for the employee.

Refer questions to the Employment, Classification and Compensation Branch.



Assistant Administrator
Office of Policy and Program Development

FEDERAL HOLIDAYS IN 2016 FOR FULL-TIME EMPLOYEES¹

LEGAL HOLIDAY	MONDAY THROUGH FRIDAY	SUNDAY THROUGH THURSDAY	TUESDAY THROUGH SATURDAY	MONDAY THROUGH THURSDAY	OTHER ³
New Year's Day January 1 (Friday)	January 1 Friday	January 3 Sunday	January 1 Friday	December 31 Thursday	
Birthday of Martin Luther King, Jr. January 18 (Monday)	January 18 Monday	January 18 Monday	January 16 ² Saturday	January 18 Monday	
Washington's Birthday February 15 (Monday)	February 15 Monday	February 15 Monday	February 13 ² Saturday	February 15 Monday	
Memorial Day May 30 (Monday)	May 30 Monday	May 30 Monday	May 28 ² Saturday	May 30 Monday	
Independence Day July 4 (Monday)	July 4 Monday	July 4 Monday	July 2 Saturday	July 4 Monday	
Labor Day September 5 (Monday)	September 5 Monday	September 5 Monday	September 3 ² Saturday	September 5 Monday	
Columbus Day October 10 (Monday)	October 10 Monday	October 10 Monday	October 8 ² Saturday	October 10 Monday	
Veterans Day November 11 (Friday)	November 11 Friday	November 13 Sunday	November 11 Friday	November 10 Thursday	
Thanksgiving Day November 24 (Thursday)	November 24 Thursday	November 24 Thursday	November 24 Thursday	November 24 Thursday	
Christmas Day December 25 (Sunday)	December 26 Monday	December 25 Sunday	December 27 ² Tuesday	December 26 Monday	

¹ The information on holiday observance shown in this chart does not apply to employees working compressed or flexible tours of duty or to employees working shifts that span 2 calendar days. Refer to the body of the Notice for further guidance.

² This is the "in lieu of" day for actual observance of the legal holiday.

³ This column may be used to enter days off for employees on other flexible or compressed work schedules.